

# Retention and Classification Report

**Agency:** Parowan (Utah) (759)

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**Records Officer** Callie Bassett

23631	Annual audits
03929	Bankruptcy files
23639	Board of Adjustment minutes
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**AGENCY:** Parowan (Utah)

**SERIES:** 23631

3

**TITLE:** Annual audits

**DATES:** 1932-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 03/12/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy

**AGENCY:** Parowan (Utah)

**SERIES:** 23631

**TITLE:** Annual audits

(continued)

provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 3929

3

**TITLE:** Bankruptcy files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by customer name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are files on utility customers who have filed bankruptcy. They are used in collecting payments for utility bills and for reference purposes. Utilities "may not alter, refuse, or discontinue service, or discriminate against the trustee or the debtor solely on the basis of the commencement" of bankruptcy proceedings, but may if neither trustee nor the debtor "within 20 days after the date of the order for relief, furnishes adequate assurance of payment in the form of a deposit or other security, for service after such date" (11 U. S. C. 366 (1989)). The files contain a variety of court orders and forms including statements of affairs, payment schedules and plans, Chapter 13 interim plans, discharges of debtor, conditional order of dismissal of order, orders of automatic dismissal, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until final payment or discharge of debt and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the record's primary value to the agency. These records must also be kept until all payments are made or the debt has been discharged. According to 11 U. S. C. 1322(c) (1989), "the plan may not provide for payments over a period that is longer than 3 years, unless the court approves a longer period, but the court may not approve a

**AGENCY:** Parowan (Utah)

**SERIES:** 3929

**TITLE:** Bankruptcy files

(continued)

period that is longer than 5 years."

**AGENCY:** Parowan (Utah)

**SERIES:** 23639

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Parowan (Utah)

**SERIES:** 23639

**TITLE:** Board of Adjustment minutes

(continued)

Microfilm duplicate: Retain in State Records Center permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23643

3

**TITLE:** Cemetery interment record

**DATES:** 1853-1929.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the burials in the Parowan cemetery. This book is organized into three sections. The first section is an alphabetical name index, the second (5 pages) shows block and lot descriptions with burials, the third and main section is a register of burials. The register includes deceased's name, location buried (lot, block, and grave numbers), time of death (year, month, date), parents' names, cause of death, name of attending physician or nurse, remarks, and sexton's name.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 03/15/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Parowan (Utah)

**SERIES:** 23643

**TITLE:** Cemetery interment record

(continued)

Microfilm duplicate: Retain in State Records Center permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23636

3

**TITLE:** Cemetery plats

**DATES:** 1851-2001.

**ARRANGEMENT:** Numerical by block, lot, and grave numbers

**TOTAL VOLUME:**

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

**AUTHORIZED:** 03/13/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**APPRAISAL:**

**AGENCY:** Parowan (Utah)

**SERIES:** 23636

**TITLE:** Cemetery plats

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 85019

4

**TITLE:** City Council minutes

**DATES:** 1887-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These minutes document all regular and special meetings of the Parowan city council. The council is the chief governing and legislative body of the municipality and consists of the mayor and council members (Utah Legislature. Acts, Resolutions, and Memorials, 1870, Ch. 11; UCA, 1953, 10-6-3, 10-6-5). The minutes reflect the activities of the council in the performance of its various duties. The council is responsible for managing all aspects of city government including conducting elections, creating municipal offices and departments, appointing public officials, setting salaries, and controlling city finances. The council regulates the activities of the city's inhabitants, resident businesses and organizations, and provides and maintains a variety of public services for the community. The regulation of domestic animals, liquor sales, traffic, and other domestic, commercial, and professional activities constitutes a large portion of the council's documented functions, as does the maintenance of public health, management of the community's natural resources, and the administration of various public utilities such as electrical, telephone, water, gas, and sewer systems. In 1907, Parowan built a hydro-electrical generating plant on Center Creek in nearby Parowan Canyon and since that time the city has been an operator and persistent advocate of publicly-owned electrical power systems.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 10/25/2002

**AGENCY:** Parowan (Utah)

**SERIES:** 85019

**TITLE:** City Council minutes

(continued)

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These minutes document all regular and special meetings of the Parowan city council over a period of more than a century and therefore constitute a valuable record of the city's history and its role in the rural, urban, and industrial development of southwestern Utah.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23641

3

**TITLE:** Expenditure journal

**DATES:** 1912-1916.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This journal documents the city's expenditures. It includes the expenditure date, name of persons on whom the warrant is issued, warrant number, receipt number, amounts and totals, name of bank warrant issued, and explanations for expenditures including a description and purpose of services rendered.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**AGENCY:** Parowan (Utah)

**SERIES:** 23641

**TITLE:** Expenditure journal

(continued)

**APPRAISAL:**

Historical

This disposition is based on the record's secondary historical value. This volume represents the most specific financial record created before 1920 for the City of Parowan. It describes each expenditure and not only details the amounts and totals but explains its purpose and relationship to specific projects.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 84925

3

**TITLE:** Ordinances

**DATES:** 1892-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These ordinances document the legislative functions of the Parowan city council and comprise the municipal code by which the city's officials and inhabitants conducted their daily business. Parowan's original 1851 charter authorized the city council to "make,... and execute all such ordinances,... as they may deem necessary for the peace, benefit, good order, regulation, convenience, and cleanliness of said City, - for the protection of property therein, from destruction by fire or otherwise; and for the health and happiness thereof" (Laws and Ordinances of the State of Deseret, 1850-1851). Both the city's reincorporation in 1868, and their designation as a third class city (at least by 1888) reinforced this mandate. The ordinances primarily concern maintaining law and order; guarding public health; administering water use and development; creating and maintaining public improvements; licensing, taxing, and regulating businesses, trades, and professions; regulating commodities and dangerous substances; abating nuisances; controlling domestic animals; conducting elections; creating municipal offices and departments; appointing public officials; setting salaries; and controlling city finances. Soon after 1900, the ordinances reflect the city's accommodation to modern technological improvements.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 10/25/2002

**AGENCY:** Parowan (Utah)

**SERIES:** 84925

**TITLE:** Ordinances

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These ordinances document the legislative functions of Parowan's city council for more than a century and therefore constitute a valuable record of the city's history and the history of southwestern Utah.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23638

3

**TITLE:** Planning and zoning minutes

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** Parowan (Utah)

**SERIES:** 23638

**TITLE:** Planning and zoning minutes

(continued)

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 84875

4

**TITLE:** Receipts

**DATES:** i 1881-1903.

**ARRANGEMENT:** Numerical by receipt number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Money collected by the city is acknowledged by a receipt which list the name of the person making the payment, date , and the amount received. Revenue is generated by the collection of poll taxes, city tax, cemetery fees, business license fees, and city fines or penalties, or any other city fee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1881 through 1903.  
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1881 through 1903.  
Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 3 years and then destroy.

**RETENTION JUSTIFICATION:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23637

3

**TITLE:** Resolutions

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 03/14/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**AGENCY:** Parowan (Utah)

**SERIES:** 23637

**TITLE:** Resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 3930

3

**TITLE:** Revenue sharing files

**DATES:** 1976-1986.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 2.20 cubic feet.

**DESCRIPTION:**

These files report the receiving and the expenditure of federal revenue sharing funds. They were used to monitor compliance with federal requirements and for appropriate audits. The files include recipient account statement (contains date of statement, address of recipient, entitlement summary, amount, cumulative balance, data elements used to calculate allocations, revenue sharing payment summary), a statement of assurances signed by the mayor, and the annual city and town financial report which requested information on city tax structures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Legal

This disposition is based on the record's primary evidential value to the agency. According to 31 CFR 51.102 (1989) audits occur at the minimum "after three fiscal years" and that such records be maintained until the completion of such audit.

**AGENCY:** Parowan (Utah)

**SERIES:** 23625

4

**TITLE:** Revised ordinances

**DATES:** 1920; 1931; 1943-

**ARRANGEMENT:** Chronological by year, thereunder numerical by ordinance number.

**TOTAL VOLUME:**

**DESCRIPTION:**

These ordinances document the approximately ten year revision of municipal ordinances as required by the Parowan city council and constitute the current municipal code for Parowan at the time of their publication. The ordinances primarily concern maintaining law and order; guarding public health; administering water use and development; creating and maintaining public improvements; licensing, taxing, and regulating businesses, trades, and professions; regulating commodities and dangerous substances (such as liquor and tobacco); abating nuisances; controlling domestic animals and livestock; conducting elections; creating municipal offices and departments; appointing public officials; setting salaries; and controlling city finances.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 03/15/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**AGENCY:** Parowan (Utah)

**SERIES:** 23625

**TITLE:** Revised ordinances

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Historical

The records document an approximate ten year revision of city ordinances and constitute a credible record of the city's development between the world wars.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Parowan (Utah)

**SERIES:** 23640

3

**TITLE:** Treasurer's account book

**DATES:** 1883-1911.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These two books are the city treasurer's account books. They document credits and expenditures of city funds. The books include date, a listing of debits or credits, totals, and an explanation. The first volume also includes some city ordinances from 1892-1899 and 1902.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**AGENCY:** Parowan (Utah)

**SERIES:** 23640

**TITLE:** Treasurer's account book

(continued)

**APPRAISAL:**

Historical

This disposition is based solely on the record's secondary research value. These two books are the oldest financial records for the City of Parowan.

**PRIMARY CLASSIFICATION:**

Public